

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. M-36

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NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

City of Greenbelt		Public Works
AGENCY		DIVISION
Item No.	Description	Retention
	<p>This department provides the up-keep and repair of all city owned property. It provides refuse collection, leaf and snow removal, maintenance of city streets, parks and playgrounds. It maintains all city owned vehicles.</p> <p><u>TYPE OF RECORD</u></p>	
1	Vehicle Maintenance Records	Life of vehicle & 1 year.
2	Water Regulations 1972-1980	Retain for 5 years after audit, then destroy.
3	Open Burning 1971-1974	"
4	Sediment & Erosion 1966-1976	"
5	Land Clearing 1972-1973	"
6	Drainage Problems 1969	"
7	Various correspondence files	"
8	Stores Requests	"

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

9/12/89 James K. Giese City Manager  
Date Signature Title

4/24/89 Edward J. Giese  
Date Signature State Archivist

9/12/89 James K. Giese